

LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 12 OCTOBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. Renovations at Headquarters Building: Carpenters and electricians have completed their work in Room 2F20, telephones were installed on 11 October 1983, and the area is being occupied by Agency employees who are working on the Combined Federal Campaign.

The air handler unit has been installed and electricians have completed their work in Room 3G13/19 for the Office of Global Issues, DDI. The only remaining work is the plumbing which is 95 percent complete.

Painting has been finished in Room 1H46 for the Office of Central Reference, DDI, which completes this job.

Critical power for the vault, Room GG1903 for the International Activities Division, DDO, has been installed, and the job is complete.

The Carpenter Shop has started work with the removal of a masonry wall in Room GH24 for the Office of Current Production and Analytic Support (CPAS), DDI. Electrical, masonry, plumbing, and sheetmetal work are to follow.

b. Meetings: Representatives of the Architectural Design Staff (ADS), LSD/OL, and CPAS/DDI met to discuss requirements for modifications in Room 7F41 Headquarters Building.

ADS representatives and [ ] a contract architect, met with Mr. Herbert Bennett of Dominion Management Company to discuss the proposed renovation of the Ames Building lobby. Mr. Bennett was receptive to the idea of renovating the lobby but stated that the building owners must review and approve the final plans. ADS will forward completed plans through Mr. Bennett to the building owners this week.

c. [ ] Building Modifications, Phase III: Construction has begun in Room 2C13, the OC/OL Information Management Center.

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d. Building Modifications, Phase IV: The proposed furniture layout and power and telephone drawings were completed and the floor plans were modified for clearer details for the Data Access Center.

e. Drawings at Headquarters Building: Construction drawings are 95 percent complete for installation of 11 SAFE terminals in Room 4F24 for the Office of East Asian Analysis (OEA), DDI. ADS is awaiting receipt of the survey by the Office of Security (OS) before issuing the drawings.

Drawings to renovate the couriers' lounge in Room GB1911 are on hold pending receipt of plumbing drawings from the Headquarters Engineering Branch, RECD/OL.

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Drawings are underway to convert Room 2E19 to a VTR for the

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Construction drawings are 25 percent complete for moving the New Building Project Office to Room 3E36 as part of the

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f. Design Proposals: Design proposals for Room 4G29-4G43 were submitted to OEA/DDI, and ADS is awaiting their response.

g. Carpool Locator Drawings for a carpool locator were completed and were issued to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL, on 7 October 1983.

h. Traffic Consultants: Last week, JHK Associates, traffic consultants, began looking for ways and means to obtain more parking on the headquarters compound and elsewhere for employees who will lose their parking places in West Lot when construction commences on the new building and the parking garage.

i. Quality of Life Program: The first requests under the Quality of Life Program have been received from the Office of Medical Services. They include requisitions for exercise equipment, painting the gym area, and upgrading the air handlers in that area. The latter will be turned over to the Headquarters Engineering Branch, RECD/OL, for action. LSD is awaiting funding before commencing action on this program.

Discussions have been held with Mr. Thomas Fechter, Area Manager, Guest Services, Inc., to determine the status of their consultant's report on upgrading the North and South Cafeterias in Headquarters Building.

III. Significant Events Anticipated During the Coming Week:

Relocation of Tube Station: The Carrier Maintenance Section of SM&FB plans to work overtime this week to relocate the tube station for the Executive Registry, Room 6E2914. The Electric Shop has completed drilling for power and telephone installation purposes.

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Chief  
Logistics Services Division